

# **TUNNEL CENTRAL CONTROL SYSTEM**

## **SECTION 6**

### **BUSINESS AND FINANCIAL REQUIREMENTS**

#### **TABLE OF CONTENTS**

6-1	BUSINESS/FINANCIAL REQUIREMENT (MR)	1
6-1.1	PROPOSER'S BUSINESS DESCRIPTION AND ORGANIZATION (MR)	1
6-1.2	BUSINESS OVERVIEW (MR)	1
6-1.3	BUSINESS IDENTIFICATION (MR)	1
6-1.3.1	Main Business Location (MR)	1
6-1.3.2	Business Staff (MR)	1
6-1.3.3	Legal Status (MR)	1
6-1.3.4	Organization (MR)	2
6-1.3.5	Operating Location (MR)	2
6-1.3.6	Previous State Contracts (MR)	2
6-1.3.7	Former Employee Status (MR)	2
6-1.3.8	Conflict of Interest (MR)	2
6-1.3.9	Sub-Contracting (MR)	2
6-1.3.10	Minority-And-Women-Owned Business Enterprises Participation (MR)	2
6-1.3.11	Contract Terminations (MR)	3
6-1.4	FINANCIAL INFORMATION	3
6-1.4.1	Financial Statements (MR)	3
6-1.4.2	Alternatives for Non-Public Corporations (MR)	3

6-1.4.3	Business Description	3
6-1.4.4	Banking Reference	4
6-1.4.5	Tax Information_(MR)	4
6-1.5	ACCEPTANCE OF WSDOT GENERAL TERMS AND CONDITIONS (MR)	4
6-1.6	PROOF OF INSURANCE (MR)	4
6-1.7	LIABILITY INSURANCE (MR)	5
6-1.7.1	Additional Provisions (MR)	5
6-1.7.2	Additional Insured	5
6-1.7.3	Material Changes	5
6-1.7.4	Identification	5
6-1.7.5	Insurance Carrier Rating.	6
6-1.7.6	Excess Coverage	6
6-1.7.7	Worker's Compensation Coverage	6
6-2	MANAGEMENT APPROACH (MR)	6
6-2.1	ORGANIZATION AND MANAGEMENT CHART	6
6-2.2	KEY PERSONNEL RESUMES	7
6-2.3	WORK PROGRAM AND SCHEDULE	7
6-2.4	QUALITY ASSURANCE	7
6-2.5	WARRANTIES	7
6-2.6	DIVERSITY IN EMPLOYMENT AND CONTRACTING	7
6-3	TECHNICAL SOLUTION (MR)	7
6-4	PROPOSER'S BUSINESS HISTORY AND EXPERIENCE	10
6-4.1	PROPOSER'S QUALIFICATIONS (MR)	10
6-4.2	BUSINESS REFERENCES (MR)	10
6-5	COST PROPOSAL	11

6-5.1	COST INFORMATION	11
6-5.2	PRICING INFORMATION (MR)	11
6-5.3	COST TABLE (MR)	11

## **SECTION 6 BUSINESS AND FINANCIAL REQUIREMENTS**

### **6-1 BUSINESS/FINANCIAL REQUIREMENT (MR)**

- A. The Proposer must provide all information requested in the exact order specified below. This section is scored on a pass/fail basis. Failure to respond to any mandatory requirements will be viewed as non-responsive and the proposal will be disqualified.

#### **6-1.1 Proposer's Business Description and Organization (MR)**

#### **6-1.2 Business Overview (MR)**

- A. Provide an overview of the Proposer and the reseller, if applicable, including, but not limited to the following:
1. Proposer's name
  2. Brief history of the Proposer
  3. Proposer's start-up date
  4. Summary of Proposer's expertise, skills, and services that are available
  5. Primary office locations

#### **6-1.3 Business Identification (MR)**

##### **6-1.3.1 Main Business Location (MR)**

- A. State the business name, address, principal place of business, telephone number, and fax number of legal entity or individual with whom contract would be written.

##### **6-1.3.2 Business Staff (MR)**

- A. Provide the names, addresses, and telephone numbers of principal officers (President, Vice President, Treasurer, Chairperson of the Board of Directors, etc.)

##### **6-1.3.3 Legal Status (MR)**

- A. Specify the legal status of the Proposer (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business, as the entity now substantially exists.

#### 6-1.3.4 Organization (MR)

- A. Describe the proposing organization including size, areas of specialization and expertise, client base, ownership history, and any other pertinent information in such a manner that the proposal evaluators may reasonably formulate a determination about the stability and financial strength of the proposing organization.

#### 6-1.3.5 Operating Location (MR)

- A. State the location of the facility from which the Proposer will operate.

#### 6-1.3.6 Previous State Contracts (MR)

- A. If the Proposer or any party named previously contracted with the State of Washington during the past 24 months, indicate the name of the agency, the contract number and description and/or other information available to identify the contract.

#### 6-1.3.7 Former Employee Status (MR)

- A. If any employee of the Proposer or Subcontractor was an employee of the State of Washington during the past 24 months, or is now an employee, identify the individual by name, the agency previously or currently employed by, job title or position held and separation date.

#### 6-1.3.8 Conflict of Interest (MR)

- A. Proposers, which employ or have on their governing board State employees or former State employees, as of the date of their proposal, shall identify such persons and their position and responsibilities within the Proposer's organization. If following a review of this information, it is determined by the WSDOT that a conflict of interest exists; the Proposer may be disqualified from further consideration of a contract.

#### 6-1.3.9 Sub-Contracting (MR)

- A. In the event the Proposer intends to subcontract any of the proposed work stated in its technical proposal, the Proposer shall submit the information required in Section 3.1.1 of this section for each proposed subcontractor.

#### 6-1.3.10 Minority-And-Women-Owned Business Enterprises Participation (MR)

- A. In accordance with the Revised Code of Washington (RCW) Chapter 39.19, businesses owned and controlled by minorities (MBE's) and women

(WBE's) are encouraged to participate in the performance of any contract which results from proposals submitted in response to this RFP.

#### **6-1.3.11 Contract Terminations (MR)**

- A. If the Proposer has had a contract terminated for default in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the Proposer's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Proposers, or (b) litigated and such litigation determined that the Proposer was in default.
- B. Submit full details of the terms for default including the other party's name, address, and phone number. Present the Proposer's position on the matter. WSDOT will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience.
- C. If the Proposer has experienced no such termination for default in the past five years, so indicate.

#### **6-1.4 Financial Information**

- A. The Proposer must provide all information requested in the exact order specified below. This section is scored on a pass/fail basis. Failure to respond to any mandatory requirements will be viewed as non-responsive and the proposal will be disqualified.

##### **6-1.4.1 Financial Statements (MR)**

- A. The Proposer must provide the last two (2) years of financial statements or annual reports with the name, address, and telephone number of a contact person in the company's principal financing or banking organization or, if Non-Public follow instructions below.

##### **6-1.4.2 Alternatives for Non-Public Corporations (MR)**

- A. If the Proposer is not a publicly held corporation, it must comply with Section 4 by providing the following information:

##### **6-1.4.3 Business Description**

- A. Describe the proposing organization, including size, longevity, client base, areas of specialization and expertise, and any other pertinent information in such a manner that proposal evaluators may reasonably formulate a determination about the stability and financial strength of the organization.

#### 6-1.4.4 Banking Reference

- A. Provide a reference from their current bank.
- B. Provide a credit rating and name the rating service
- C. Provide a credit rating report and the name of the service providing the report.

#### 6-1.4.5 Tax Information\_(MR)

- A. Provide your Proposer's Federal Employer Tax Identification number and the Washington Uniform Business Identification (UBI) number issued by the State of Washington Department of Revenue.

#### 6-1.5 Acceptance of WSDOT General Terms and Conditions (MR)

- A. PROPOSER MUST CLEARLY STATE IN THEIR RESPONSE TO THIS SECTION THAT THEY ACCEPT THE TERMS AND CONDITIONS AS PRESENTED IN THIS RFP.
- B. THE APPARENTLY SUCCESSFUL PROPOSER WILL BE EXPECTED TO ENTER INTO A CONTRACT WITH WSDOT WHICH IS SUBSTANTIALLY THE SAME AS THE CONTRACT ATTACHED AS APPENDIX "C," INCLUDING WSDOT'S GENERAL TERMS AND CONDITIONS.
- C. IN NO EVENT IS A PROPOSER TO SUBMIT ITS OWN STANDARD CONTRACT TERMS AND CONDITIONS AS A RESPONSE TO THIS RFP. THE PROPOSER MAY SUBMIT SUGGESTED EXCEPTIONS OR MODIFICATIONS THAT PROPOSER MAY HAVE TO THE PROPOSED TERMS AND CONDITIONS.

#### 6-1.6 Proof of Insurance (MR)

- A. Proposer must indicate in the Cover Letter, and in this section of Proposer's proposal and as a condition of contract award, that they will provide proof of insurance from the Proposer's insurance carrier, outlining the extent of the Proposer's liability coverage.
- B. Proposer shall, at its own expense, obtain and keep in force liability insurance during the term of the contract. Proposer shall furnish evidence, to WSDOT within fifteen (15) days of receipt of notice of award, in the form of a Certificate of Insurance that insurance will be provided.

#### 6-1.7 Liability Insurance (MR)

- A. The Proposer shall at all times, during the term of the contract, carry and maintain liability insurance with the following minimum limits:
1. Commercial General Liability Insurance
    - Bodily Injury: Per Occurrence - \$1,000,000 Aggregate - \$2,000,000
    - Property Damage: Per Occurrence - \$1,000,000 Aggregate - \$2,000,000
    - Alternatively, \$2,000,000 combined single limit each occurrence/aggregate General Liability and Property Damage.
  2. Commercial Automobile Liability Insurance
    - Bodily Injury: Per Person - \$1,000,000 Aggregate - \$2,000,000
    - Property Damage: Per Occurrence - \$1,000,000
    - Or, \$2,000,000 combined single limit each occurrence/aggregate Commercial Automobile Liability and Property Damage

##### 6-1.7.1 Additional Provisions (MR)

- A. Above insurance policy shall include the following provisions:

##### 6-1.7.2 Additional Insured

- A. The State of Washington and all authorized contract users shall be specifically named as an additional insured on all policies. All policies shall be primary over any other valid and collectable insurance.

##### 6-1.7.3 Material Changes

- A. A forty-five (45) calendar day written notice shall be given to the State prior to termination of or any material change to the policy (ies) as it relates to the Contract: provided that thirty (30) calendar day written notice shall be given for surplus line insurance cancellation for nonpayment of premiums, such notice shall not be less than ten (10) calendar days prior to such date.

##### 6-1.7.4 Identification

- A. Policy must reference the State's contract number and name WSDOT.



#### 6-1.7.5 Insurance Carrier Rating.

- A. An insurance company authorized to do business within the state of Washington shall issue the insurance required above. Insurance is to be placed with a carrier that has a Best rating of A- or higher. The Risk Manager for the State of Washington must approve any exception.

#### 6-1.7.6 Excess Coverage

- A. The limits of all insurance required to be provided the Contractor shall be no less than the minimum amounts specified. However, coverage in the amounts of these minimum limits shall not be construed to relieve the Contractor from liability in

#### 6-1.7.7 Worker's Compensation Coverage

- A. The Contractor will at all times comply with all applicable workers' compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the full extent applicable. Neither the State of Washington nor WSDOT will be held responsible in any way for claims filed by the Contractor or their employees for service(s) performed under the terms of the Contract awarded from this RFP.

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### 6-2 MANAGEMENT APPROACH (MR)

- A. The Proposer must provide all information requested in the exact order specified below. This section shall be scored. Failure to respond to any mandatory requirements will be viewed as non-responsive and the proposal will be disqualified.
- B. The Proposer shall provide the following:

#### 6-2.1 Organization and Management Chart

- A. A complete organization chart, including relevant sub-contractors, with the following information:
  - 1. Key individuals and their departments;
  - 2. Their responsibilities within the organization;
  - 3. System development responsibilities;

4. Design, manufacturing, testing, and integration responsibilities of the Contractor and each sub-contractor or supplier for all systems and major subsystems.
  5. The Organization and Management Chart, Resumes, Work Program and Schedule in conjunction shall demonstrate that there is sufficient design, staff and development facility available at the times indicated in the schedule.
- B. A statement of Proposer's additional resources that could be brought to the project if the need arose.

#### **6-2.2 Key Personnel Resumes**

- A. The resumes of key personnel listed in the organization chart, including Project Manager and sub-contractors, and identifying experience with the proposed products and with integration and cutover work.

#### **6-2.3 Work Program and Schedule**

- A. A proposed work program, including detailed task breakdowns, key milestones, a facilities and staging plan, and a project communications plan including location of project office.

#### **6-2.4 Quality Assurance**

- A. A Quality Assurance plan, describing the methods and tools to be used for planning, implementing, and maintaining quality, schedules and costs, and including an indication of experience with the methods and tools.

#### **6-2.5 Warranties**

- A. Complete description of warranties to be provided by Contractor on all aspects of the TCCS, as called for elsewhere in this RFP.

#### **6-2.6 Diversity in Employment and Contracting**

- A. WSDOT values diversity in its workforce and in the workforce of those who contract with WSDOT. WSDOT recognizes and appreciates that individuals are different, and that diversity is an advantage. WSDOT encourages, supports, and nurtures diversity, and encourages any Contractor contracting with WSDOT to do the same.

### **6-3 TECHNICAL SOLUTION (MR)**

- A. For Section 4 of the Proposal, the Proposer shall provide:

1. A summary of Proposer's understanding of the intent of this RFP, the nature of a tunnel environment, the need for reliable operation, rapid restoration, accurate documentation, and on-going service.
2. A summary of Proposers equipment, software, and services that are to be provided.
3. A technical description of proposed system: this section will provide a level of detail on the various components and operational procedures of the system being proposed to determine that functional, performance, and design requirements can be met and will be consistent with Section 3 of this RFP. It shall include overview and conceptual drawings and descriptions, and pertinent operating information and component data. (Please note that conceptual design drawings will be taken to represent a general understanding of the requirements of the Technical Requirements and are not intended to represent precise design for initiation of the design review process.) It may reference standard material included as appendices. It will also include or reference appendix material on performance models and analyses of the system being proposed, including processor, storage, and network loading compared to response time requirements. The submitted information shall demonstrate that sufficient consideration has been given to cutover with minimal disruption, performance, use in the tunnel operating environment, flexibility to accommodate growth and change, and maintenance by WSDOT staff.
4. Proposed Design Development Plan: The Proposer shall include a plan for working with WSDOT to complete critical design documents, especially the Software Requirements Specifications.
5. Proposed Plan for Documentation and Manual Standards: The Proposer shall include a section providing a clear and complete explanation as to how the Project's elements will be documented, and under what standard processes and procedures the various training and operations manuals will be created, adopted, and revised.
6. Testing, Integration and Acceptance Plan: The Proposal shall include an outline of how the testing, integration, and acceptance procedures for all components, subsystems, and processes will be structured. The Integration Plan should indicate expected requirements for WSDOT staff support. Additionally, the Proposer must provide a copy of its standard testing procedures and checklists used in development and testing of software and documentation approach for test results.
7. Technical Features Response Form: The Proposer shall include a completed Technical Features Response Form (see Appendix T-10), plus explanations where needed, focusing on exceptions and explanations of how the Proposal differs from the stated requirements. Each Technical Requirement shall be cross-referenced to specific section(s) of the Proposer's Section 4, "Technical Solution". The Proposer's response to the Technical Features Response Form will provide WSDOT with the opportunity to concisely determine whether the proposed system(s) will satisfy the operational needs of TCCS. Its purpose, therefore, is to aid those reviewers in

quickly locating pertinent information in the Proposer's submittal. Appendix T-10 contains the complete Technical Features Response Form. The RFP website contains the same form in soft copy. The Proposer needs to complete this form by:

- Filling in the third column (COMPLY Y/N) with a "Y" if the Proposer is committing to full compliance with that specification section, or "N" if the Proposer is not committing to full compliance.
- Filling in the fourth column (EXCEPTIONS AND CLARIFICATIONS) as needed. WSDOT expects additional information here if the third column indicates less than full compliance.
- Filling in the fifth column (REFERENCE) with section and page reference(s) into Section 4 "Technical Solutions" of the proposal where the requirement is addressed.

8. With reference to Technical Requirement sections on Functional, Performance and Design requirements, provide the following information:

- Evidence that the system will be capable of meeting the Functional Requirements and the Design Requirements while meeting the Performance Requirements of Section 4
- Evidence that the system will perform properly when integrated with existing tunnel subsystems

9. Describe in detail the design of any previously supplied computer system/network that the proposed solution is based on, and the differences necessary to meet WSDOT requirements. Give the location, system configuration description, and first year of operation history for the previously supplied system that your proposed solution is based on.

B. In Section 4 of the proposal, the Proposer shall further provide answers to the following questions:

1. What spare parts recommendations (type, number, and locations) are recommended for TCCS?
2. What would the process be to modify the installed TCCS to:
  - Add a new fan control algorithm?
  - Add an alarm condition on an existing indication?
  - Move icons on an existing display?
  - Add indications to an existing display?

- Create a new display and connect it into the navigation scheme?
3. What do your typical design and maintenance manuals look like (demonstrate with a few pages of example)?
  4. What methods do you have for incident detection?
  5. What algorithms do you recommend for fan control to minimize long-term costs?
  6. What do your typical training performance objectives and course evaluations look like (demonstrate with a few pages of example)?
  7. What is your approach to integration testing and cutover to minimize the operating impacts and risks?
  8. What is your approach to testing to achieve a high coverage of failure events?

## **6-4 PROPOSER'S BUSINESS HISTORY AND EXPERIENCE**

### **6-4.1 Proposer's Qualifications (MR)**

- A. Proposer shall have recent experience in the design, installation, applications development, and systems integration of real-time Tunnel Control Systems or similar systems, which may include but not limited to interfaces to fire monitoring and control system, ventilation, lighting, emergency power, traffic monitoring, carbon monoxide monitoring, emergency roadway phone system, and programmable logic controllers.
- B. Specify the experience the Proposer has in the following areas: VAX/VMS Operating System, Intel-based platform, and Programmable Logic Controllers.
- C. The Proposer must provide experienced staff that has had at least one successful installation experience in the proposed system solution. Indicate any other experience that shows the qualifications of the Proposer for the performance of the potential contract. **The WSDOT reserves the right to reject any member of the Proposer's project team at any time in the implementation of the contract.**

### **6-4.2 Business References (MR)**

- A. The Proposer must supply names, addresses, and telephone numbers of a minimum of three (3) non-Proposer owned business references for which the Proposer has completed similar work recently. Include a brief description of the type of service provided. All customer references must be of comparable size, and complexity to the WSDOT project. The Proposer must grant permission to the WSDOT to independently contact the references at WSDOT's convenience.

Do not include current WSDOT staff as references. Appendix A-1 provides a Proposers Reference Form that must be completed for each reference.

- B. The references will be asked about the approach used to deliver your services and the quality of services delivered. All call attempts and completed calls will be logged with date, time, name of person being called, and the name of person making the call. All calls will be made during normal WSDOT business hours (9 a.m. to noon and 1 p.m. to 5 p.m. Pacific Time). Inability to contact the named individual(s) for a reference within three (3) attempts via telephone or email will invalidate the reference. If the number of valid customer references fall below three (3) the Proposer's proposal will be rejected. A Proposer failing to submit required number of business references will be scored as having failed. Proposals receiving a failing score will not receive any further consideration. **WSDOT will not accept any other terms for contacting references other than what is stated above**

## **6-5 COST PROPOSAL**

### **6-5.1 Cost Information**

- A. Proposer agrees that their pricing is valid for a minimum of one (1) year after proposal submission to the WSDOT. Prices shall also include any applicable Federal, State, and local taxes.

### **6-5.2 Pricing Information (MR)**

- A. The price quoted by Proposer must be a fixed-price and deliverable-based product. All elements of recurring and non-recurring costs must be identified. Proposer must complete and sign the Fixed-Bid Certification (Appendix A-3). WSDOT will not be responsible for hidden or non-disclosed costs.

### **6-5.3 Cost Table (MR)**

- A. The Proposer shall complete the Proposal Cost Form for the base configuration and for each alternate configuration. The identification of the alternative configurations shall be clearly indicated.
- B. The Project Management element should cover organizing the project work, running the quality assurance program, and communicating with WSDOT.
- C. The Equipment element should cover the purchase of TCCS components licensing of software, and working with their suppliers.
- D. The Design element should cover equipment design and software development.
- E. The Testing element should include developing test plans and procedures, and running factory and field tests.

- F. The Documentation and Training element should include developing or purchasing user manuals, developing training materials, and presenting training.
- G. The One Year Warranty element should cover the warranty terms defined in Section 4-25. The Proposer shall commit to offering up to 10 additional one-year warranty periods at this cost (scaled by the Consumer Price Index after the first year of warranty).
- H. The On-Call Services elements should cover time and travel costs (one trip for every 25 hours of work) for supplying software services. The Proposer shall commit to offering up to five additional On Call Service years at these costs (scaled by the Consumer Price Index after the first year of warranty). Cost for an additional five On Call Service years (for a total of ten years) shall be provided, if available. The unit cost for each category of support shall be extended out using the indicated hours of support use.
- I. The Total element is the sum of the Extended costs of the Form.

END OF SECTION 6